



United States Court of International Trade

*One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov*

Job Announcement Number: 07-5

V A C A N C Y A N N O U N C E M E N T

<i>Position:</i>	Judge's Executive Assistant
<i>Salary:</i>	JSP - 8/1 to JSP - 11/10 (\$42,502 - \$73,842) commensurate with qualifications, salary, and experience
<i>Opening Date:</i>	April 26, 2007
<i>Closing Date:</i>	Open Until Filled

Position Overview:

The United States Court of International Trade is accepting applications for the position of Judge's Executive Assistant. The Executive Assistant is responsible for day-to-day management of the operations of judicial chambers (a small-office environment), and provides administrative and secretarial support to a Federal Judge.

Qualifications:

An applicant should be a "self-starter" with excellent communication and interpersonal skills. An applicant should demonstrate both initiative and follow-through in all duties, enjoy multi-tasking, and readily adapt to fast-changing priorities in a small-office setting. An applicant should have excellent administrative, organizational, and conceptual skills; the ability to effectively communicate verbally and in writing; and a solid command of office protocols and administrative practices, such as calendaring, travel planning, assembling, photocopying, filing, record keeping, telephone usage and typing. Accuracy and attention to detail in grammar, spelling, punctuation and proofreading are a must. Familiarity with the federal courts' Case Management/Electronic Case Files (CM/ECF) System is desired.

Other requirements include a minimum of three years of progressively responsible experience as an executive secretary to a judicial officer, lawyer or other high level executive dealing with law-related matters.

Application Procedure:

In a cover letter accompanying a detailed résumé, please specify how you satisfy the qualifications listed above. A résumé without the required cover letter addressing the qualifications will not be considered.

All applications should be directed via mail to: Mary Jane Mulvehill, Human Resources Manager
United States Court of International Trade
One Federal Plaza
New York, NY 10278-0001
Job Announcement #07-5

via fax to: (212) 264-0441

via e-mail to: MaryJane_Mulvehill@CIT.USCOURTS.GOV

**APPLICANTS MUST BE UNITED STATES CITIZENS OR ELIGIBLE TO WORK IN THE UNITED STATES
ALL APPOINTMENTS ARE SUBJECT TO AN FBI BACKGROUND CHECK
THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUND TRANSFER PARTICIPATION FOR PAYMENT OF NET PAY
UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER**